



Lean Facilitator Agreement

The Continuous Improvement Team (CIT) is developing King County employees to facilitate Lean events. As a result of this program, the County will have more capacity to conduct Lean events as employees apply their Lean skills in their own agency and across county government. The Lean facilitator development program requires a significant investment of resources by the CIT, and requires a commitment on the part of the employee and their organization.

The purpose of this agreement is to ensure mutual understanding and agreement about the commitments and benefits for the facilitators, their management, and the CIT. (The applicant's Division should decide what level of review this Agreement warrants; we do ask that the Division Director sign.)

Process:

1. The applicant and their management review the requirements of this agreement and mutually agree to their commitments.
2. The applicant submits this signed agreement along with the Lean Facilitator Application.
3. The employee is contacted by CIT, briefly interviewed, and entered into the pool of potential candidates.
4. CIT selects candidates based upon selection criteria and notifies the employee of their application status.

Employee Facilitator:

Benefits:

- Career development
- Increased job satisfaction
- Connection and access to King County and regional Lean networks
- Lean training, development, and mentorship provided by CIT to meet Facilitator's commitments (below).

Commitments:

- Attend five days initial classroom training (about 40 hours)
- Co-facilitate first Lean event, guided by a coach (about 80 hours)
- Facilitate or co-facilitate an average of three events per year, two in home agency, one outside of agency as determined by CIT (about 80 hours per event)
- Participate in ongoing development, such as occasional classroom sessions, homework, reading (about eight hours per month)
- Follow CIT's established event standard work, or "best practice", and help to PDCA (plan-do-check-act) it.

Management:

Benefits:

- In-house facilitator that can use Lean to help achieve the agency's strategic goals through continuous process improvement
- CIT coaching support (of in-house Facilitator) for two agency events per year

- CIT coaching support for continued Facilitator development
- Opportunity to develop employees
- Connection and access to King County and regional Lean networks

Commitments:

- Fully enable the employee to dedicate the required time, as indicated above

CIT:

Benefits:

- Added capacity to conduct Lean events throughout the County
- Increased organizational understanding of how to apply Lean thinking
- Enhancement of King County's Lean Event Standard Work

Commitments:

- Provide necessary development activities and support to facilitator

The Division Director and applicant sign below to acknowledge their understanding of and agreement regarding the commitments and benefits.

Employee Name & Title (Printed)

Division Director Name (Printed)

Employee Signature

Division Director Signature

Date

Date

CIT Name (Printed)

CIT Signature

Date